Xerox Scan to PC Desktop® Professional 10

Solutions for the education market

Education industry profile

The education industry is experiencing demanding times. Students expect high levels of service. Budgets must be lean, yet adaptable to changing requirements. Public institutions have had their funding significantly reduced over the last few years. Private institutions have seen their operating costs escalate dramatically. In spite of all of this, these organizations have continued to service a growing population of students. These institutions need to save money wherever possible. Reducing paper, providing computer access for the disabled and securing sensitive information are mandates that administrators must now address.

Education industry business drivers

- **Operational cost reduction**
- **Securing student information**
- **Providing student information faster**
- **Turn paper forms into PDF and Microsoft forms that can be filled out electronically**
- **Converting student files to digital records**

Solution overview

Nuance and Xerox have developed a solution to help your organization bridge the gap between paper, Microsoft Office and PDFs, and to significantly improve the way every person in your organization uses and shares documents every day. The Scan to PC Desktop Professional 10 solution, leveraging Xerox Extensible Interface Platform™ technology, is designed for seamless integration with Xerox multifunction devices, and to facilitate productive scanning and PDF workflow. The Scan to PC Desktop Professional 10 solution includes the following Nuance components:

- **PaperPort Professional 11**
- **OmniPage Professional 16**
- **PDF Converter Professional 5 Enterprise**
- **Image Retriever Professional 9**
- **PSP Server 2 for Xerox Scan to PC Desktop**

These components combine and work with your Xerox MFPs to help your educational organization become more organized, secure and cost-effective.

Key challenges in education

Q. How do you store student files?

Scan to PC Desktop Professional is an affordable way to replace paper files with document management on the PC.

Q. How do you organize and share information with other academic institutions?

Scan to PC Desktop Professional turns any document into a PDF file that can be easily secured, viewed and shared.

Q. How do you archive paper documents?

Scan to PC Desktop Professional allows easy migration from manual to electronic (PDF) submissions that are fully searchable.

Q. How do you backup your information in case of a disaster?

Digital documents stored in Scan to PC Desktop Professional are easily archived into existing content management servers and to CD/DVD writers.

Q. Are you interested in streamlining your paper handling processes?

Scan to PC Desktop Professional enables scan-to-desktop from network copiers and multifunction printers to reduce the costs associated with handling paper documents.

Q. Do you need to edit documents, spreadsheets or presentations received as paper or PDF?

Scan to PC Desktop Professional instantly converts paper and PDF files into fully-formatted documents that you can easily edit.

Q. Do you work with PDF files? Do you need to create, edit or convert PDF files? Do you need to repurpose content found in PDF files?

Only Scan to PC Desktop Professional combines PDF creation, editing and conversion into a single, affordable solution.

Q. Do you work with paper-based business forms?

Scan to PC Desktop Professional includes Nuance's Logical Forms Recognition engine, enabling you to quickly and accurately scan in blank forms and convert them to PDF forms that can be filled out electronically.

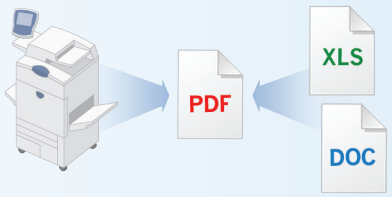
Preparing and distributing meeting agendas

Current work process:

A local school board has to assemble board agendas and information packets for monthly board meetings. These agendas and packets are composed of original Microsoft Office documents and a number of attachments that typically come in hard copy form. The school board secretary manually collates these documents to insert the attachments. The agendas and packets are then distributed via courier to school board members in advance of the meeting.

Work process with Scan to PC Desktop Professional:

The school board secretary scans all paper attachments automatically to the desktop as a PDF image file. She then combines the PDF and Microsoft Office files into a unified PDF agenda document and information packet with a single click of the mouse. She then distributes the agenda document automatically via email to all board members.



Maintaining individualized education plans

Current work process:

An Individualized Educational Plan (IEP) describes the special education teaching plan specifically designed to meet the educational needs of a student with a disability. Virtually all states have mandates that IEPs must be developed and maintained for any student who is found to be eligible under his/her state's eligibility/disability standards. Each IEP consists of both paper and digital documents that must be regularly updated and distributed in a secure manner to a specific group of parents, teachers and counselors. Preparing and maintaining the IEP document is a paper-based process that involves regular printing, manual collation and costly physical distribution.

Work process with Scan to PC Desktop Professional:

The Special Education teacher responsible for managing each IEP scans all related paper documents automatically to the desktop as a PDF image file. The scanned documents can then be easily combined with other digital documents in the IEP to create a unified PDF file representing the current IEP. Using Scan to PC Desktop Professional's PDF assembly capabilities, pages can be removed, reordered or added as the document changes over time. Scan to PC Desktop Professional's PDF security features can secure the document for viewing and editing. Additionally, the IEP can be maintained in a digital archive and distributed efficiently via email to each student's parents, teachers and counselors.

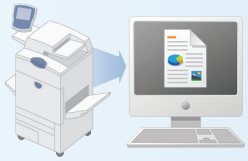
Creating course materials

Current work process:

Department secretaries must create course materials from a wide range of documents including old books, articles and previous course documents. All materials requiring changes must be manually retyped in a labor intensive and time-consuming process. After this, all documents must be manually collated and assembled to create the new course materials.

Work process with Scan to PC Desktop Professional:

The department secretary scans all old course material, books and articles automatically to the desktop as a PDF image file. He then uses Scan to PC Desktop Professional to automatically convert documents that need to be changed to an editable file such as Microsoft Word. He makes changes and edits, and then assembles the final course materials together into a unified PDF document with a single click of the mouse.



Scan to PC Desktop Professional 10 includes

PaperPort Professional 11

OmniPage Professional 16

PDF Converter Professional 5 Enterprise

Image Retriever Professional 9

PSP Server 2 for Xerox Scan to PC Desktop

Minimum systems requirements

Please refer to the following URL for a complete list of the minimum systems requirements for Scan to PC Desktop Professional 10:

www.xerox.com/scan2pc

Or **www.nuance.com/scan2pc**
(Note: English only web site)

Flexible software licensing arrangements

Xerox and Nuance offer the Scan to PC Desktop Professional 10 solution in a multitude of flexible software licensing arrangements:

- **Small Business Edition =** Fixed (5) seat license package
- **Workgroup Edition =** Fixed seat license packages of 10 seats and higher
- **Multi-seat or enterprise site license agreement.** These license agreements are scaled to the specific number of users across your organization.
- **Upgrade Pricing multi-seat or enterprise site license agreements.** If you are a current user of the Scan to PC Desktop solution (or you have competitive OCR software), your organization will qualify for significantly discounted pricing on the Scan to PC Desktop Professional solution.

These software licensing arrangements are available to your organization directly from Xerox and may vary by geography.

Xerox products/services supported

Scan to PC Desktop Professional 10 supports most scan enabled Xerox MFPs as well as complementary scan solutions such as Xerox SMARTsend®. For a complete list of supported Xerox devices and solutions refer to:

www.xerox.com/scan2pc

Contacts

More information on Scan to PC Desktop Professional 10 and a virtual demonstration can also be found at:

www.xerox.com/scan2pc

Or **www.nuance.com/scan2pc**

For more information on volume license and enterprise license agreements for Scan to PC Desktop Professional 10, please contact your local Xerox sales representative.

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